



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-080	Page: 1	of: 1
Title: Course Scheduling		
Regulatory Authority: 12VAC5-31-1400		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

- A. **Schedule** - Courses must be scheduled to allow sufficient time for instruction of all required lessons of the program curriculum prior to the course End Date approved by the Office. Additional course meeting dates must be planned to allow for unexpected interruptions in instruction (Severe weather, power failures, etc.)
1. Courses must be scheduled to end within 30 days of pre-announced Consolidated Test Site dates in order to maximize the testing and retest periods provided to students as specified in Section 12VAC5-31-1530 of the state EMS regulations.